

Professional and Managerial Branch
Miscellaneous Managerial Group
Fleet Series

FLEET COORDINATOR

05/99(CDH)

Summary

Under general supervision, schedule and coordinate vehicle repair and maintenance for vehicle fleet, assists in procurement and performs property control, insurance and record keeping activities.

Typical Duties

Schedule and coordinate vehicle repair and maintenance. Involves: inspecting damaged vehicles and reviewing repair estimates; recommending repair or disposal of vehicles based on established criteria or cost-benefit calculations; coordinating repair of damaged vehicles with department and City maintenance divisions or contracted service provider; verifying requested work meets established Department requirements, referring unsatisfactory work to repair source; maintaining vehicle maintenance schedules; coordinating preventive and break-down maintenance among: users, supervisors, contractors, dealerships, and departments or City maintenance facilities.

Perform vehicle procurement and property control activities. Involves: obtaining vehicle needs from users and management; preparing vehicle purchase specifications, inspecting received vehicles and verifying specifications, entering vehicle information into inventory data base, obtaining a variety of vehicle registrations and delivering vehicle to user; recommending vendors to perform specialized services; obtaining and distributing approved rental cars delivered through contract, ensuring that registrations are made as directed, ensuring rental car repairs and maintenance is performed in accordance with rental agreement contract, coordinating and executing vehicle turn in or reassignment; evaluating maintenance costs and recommending vehicle turn-in; inspecting and determining whether vehicles transferred for disposal should be repaired and reassigned, or eliminated from fleet; coordinating and tracking equipment and vehicle parts for reuse, scheduling and delivering vehicles for auction and recording final disposal.

Prepare insurance documentation. Involves: adding or deleting vehicle to insurance records and maintaining records of insurance coverage; preparing claim forms based on information obtained from operators and reports, forwarding claims to insurer; providing accident report information to City attorney's office; contracting insurer to monitor progress of claims resolution; distributing certificates of liability.

Perform administrative tasks. Involves: monitoring and verifying charges for repair and maintenance expenses, requesting adjustments for over or under charges; monitor and evaluate spending rates and billings of outside vendor or contractor accounts; prepare yearly budget projections for replacement, maintenance and repair of fleet based on past experience records and managerial guidance; maintaining data base for all Police Department vehicle registrations and status of maintenance and repair; preparing regular and special reports as required; maintaining physical inventory and records of disposition of salvaged parts and equipment.

Supervise Accounts Clerk and a vocational occupational education clerk. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance, enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organizational structure and job design changes; interviewing applicants.

Perform related duties as assigned. Involves performing specified duties of supervisor, coworkers or subordinates as qualified to maintain continuity of normal operations.

Minimum Qualifications

Training and Experience: Associate Arts degree in Automotive Technology or a closely related field, or equivalent experience in vehicle maintenance; with at least two (2) years experience in administering or official overseeing fleet maintenance operations; or and equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: methods and techniques used in automotive repair and maintenance, including issuance of requests to rectify vehicle problems and evaluation of time and material costs estimates to repair and maintain vehicles. Good knowledge of: office and record-keeping practices and

procedures for fleet maintenance and auto insurance claims procedures; and of computer spreadsheet applications. Some knowledge of : supervisory practices and procedures; and statutory requirements of vehicle licensing; and auto insurance claims procedures.

Ability to: diagnose automotive mechanical structural and body problems; inspect and evaluate mechanical and automotive body repair work and cost documents; understand and interpret documentation related to vehicle licensing and insurance; accurately perform and check arithmetical calculations; develop computer based spreadsheet applications to track and utilize maintenance data; establish and maintain effective working relationships with Department operations and maintenance employees and management, and outside contractors; exercise delegated authority to optimize department vehicle procurement, maintenance, repair and disposition; express oneself clearly, concisely and persuasively both orally and in writing in order to obtain information and prepare and present reports.

Skill in: the use of personal computers to develop and utilize spreadsheet data and information; and the care and safe operation of motor vehicle in city traffic.

Physical Requirements: Frequently required to: stoop, kneel, bend, and stand. Occasionally required to: move objects weighing up to 50 pounds; operation of a motor vehicle in city traffic.

Licenses and Certificates: Texas Class "C: Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL